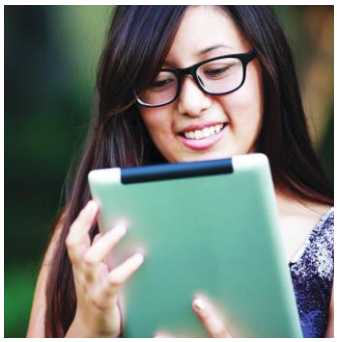
Bookshare

How-to Guide:

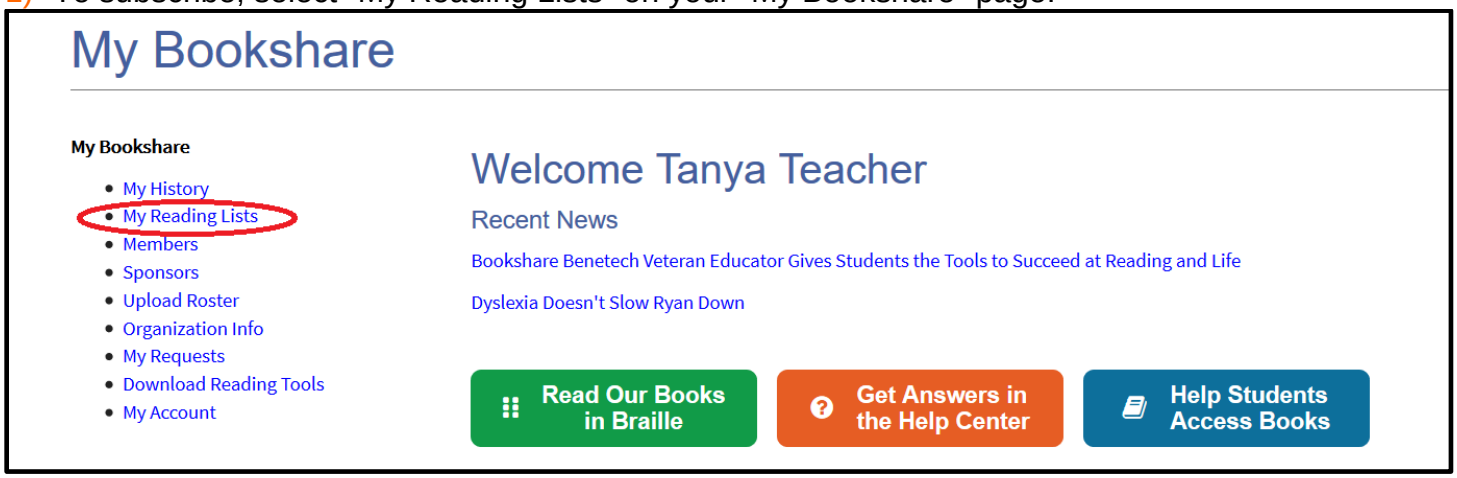
Subscribe to or Copy a Reading List



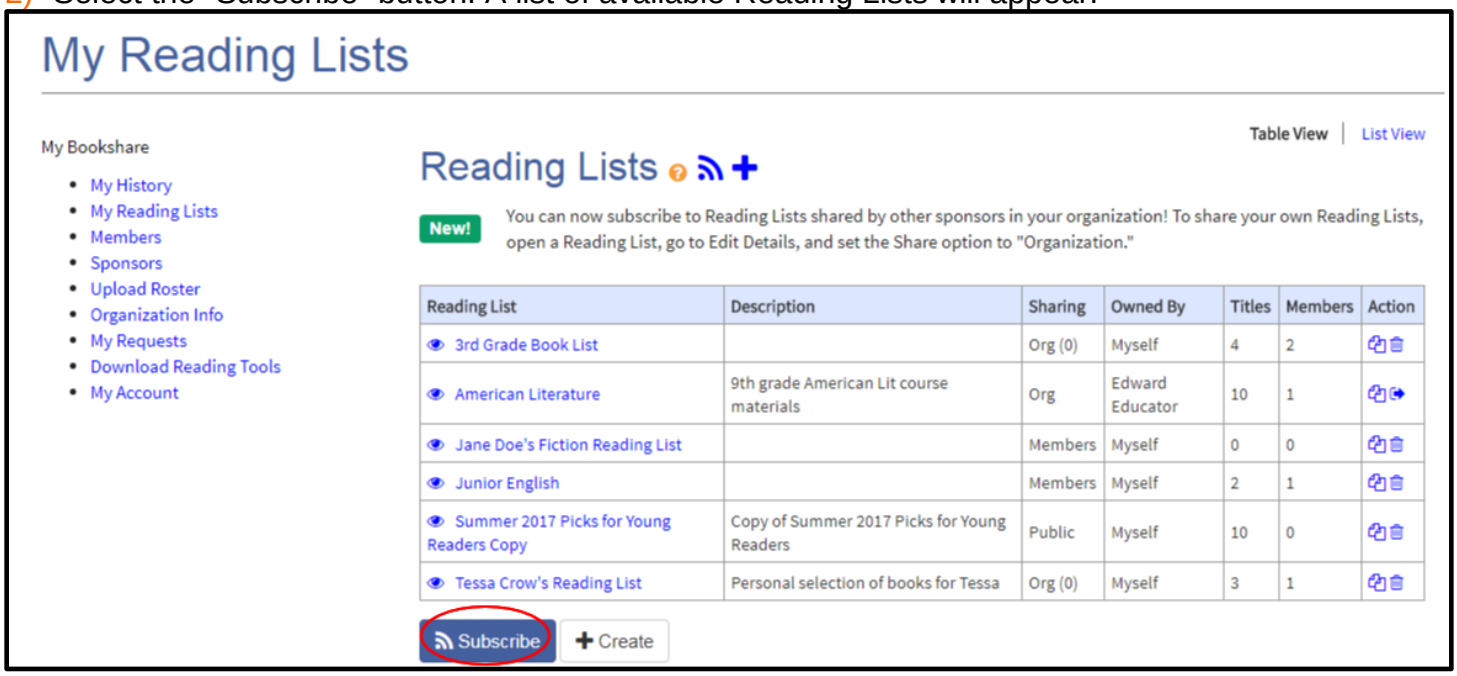
Subscribe to or Copy a Reading List

You can Subscribe to and/or copy Reading Lists from other Sponsors in your organization and Reading Lists curated by Bookshare. Reading Lists to which you subscribe will automatically update with new titles as the owner of the list makes changes. Copying a list takes a "snapshot" of a Reading List, which you can then customize by adding or removing books or changing the name.

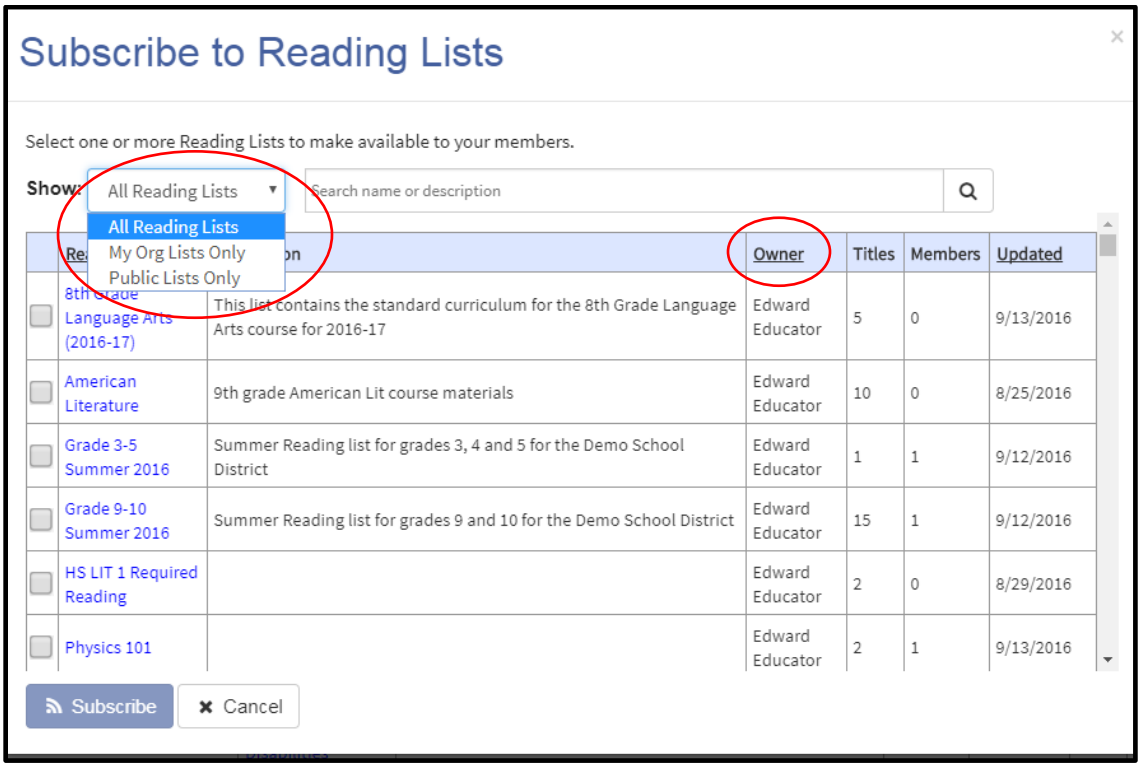
1) To subscribe, select "My Reading Lists" on your "My Bookshare" page.



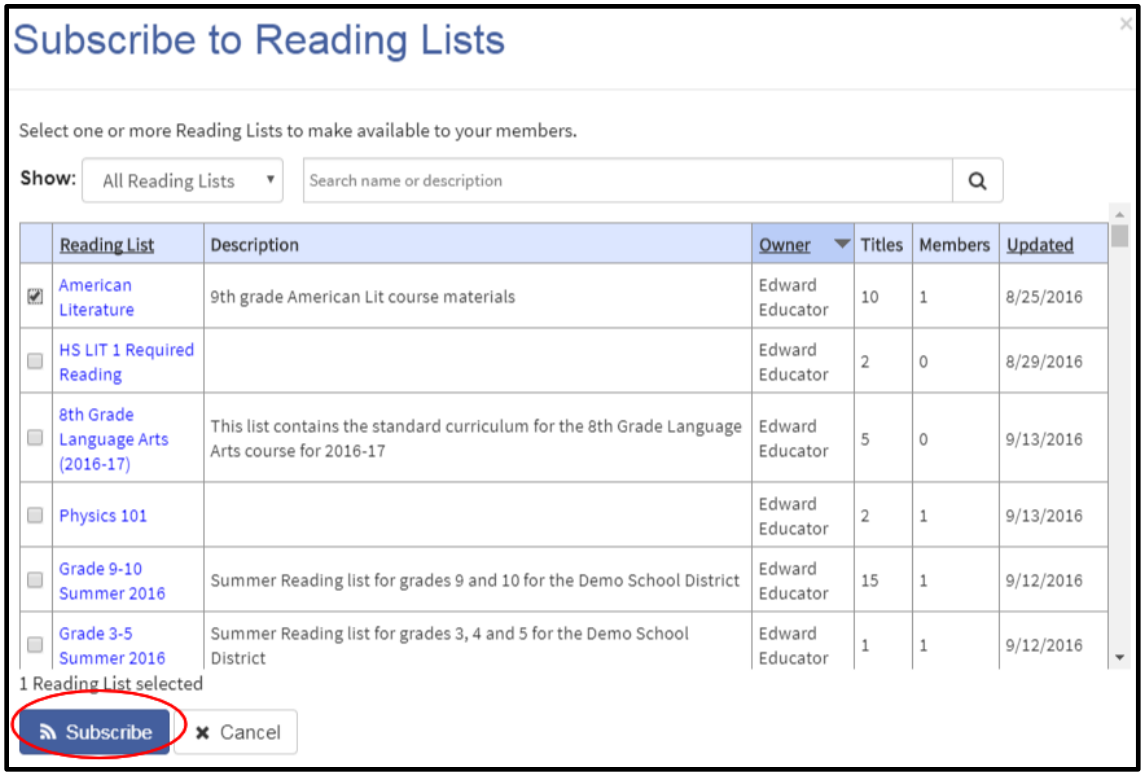
2) Select the "Subscribe" button. A list of available Reading Lists will appear.



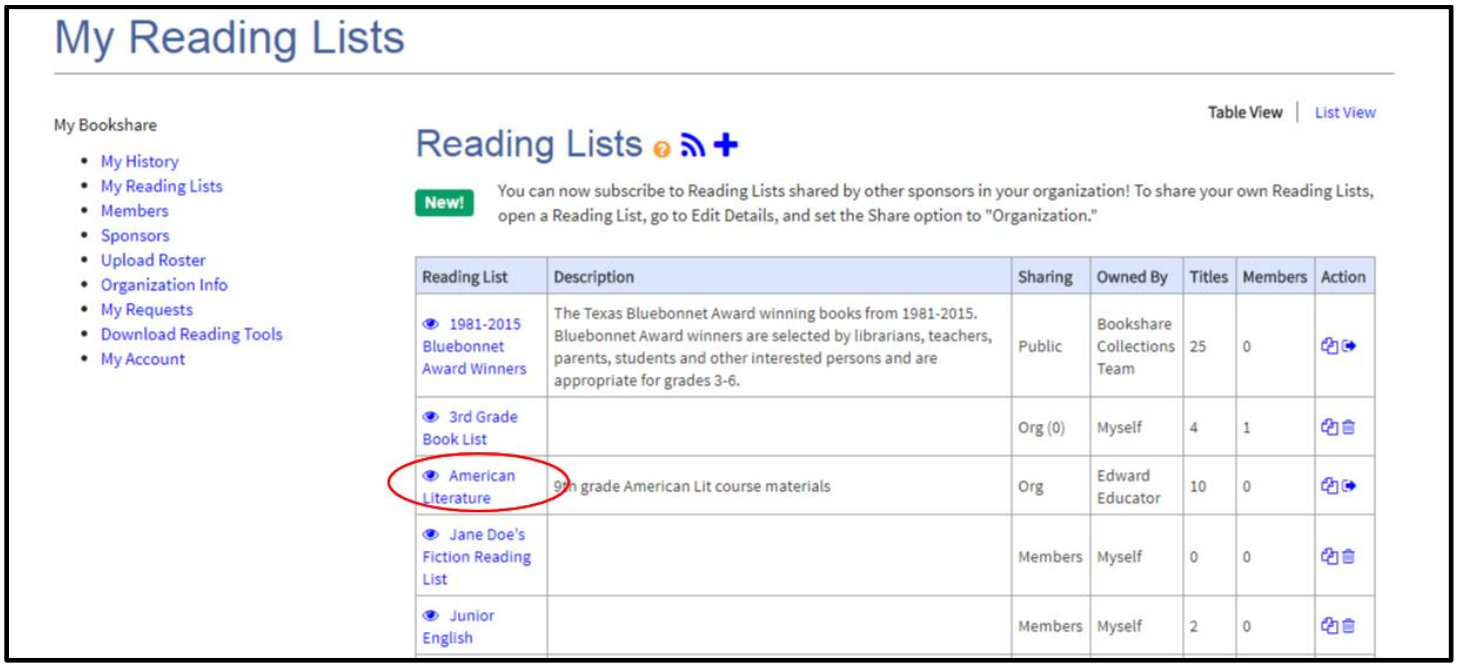
3) You can view by All Reading Lists, your Organization's Reading Lists or Public Lists (curated by Bookshare) and can sort by "Owner" to see who within your organization created the lists and/or public lists.



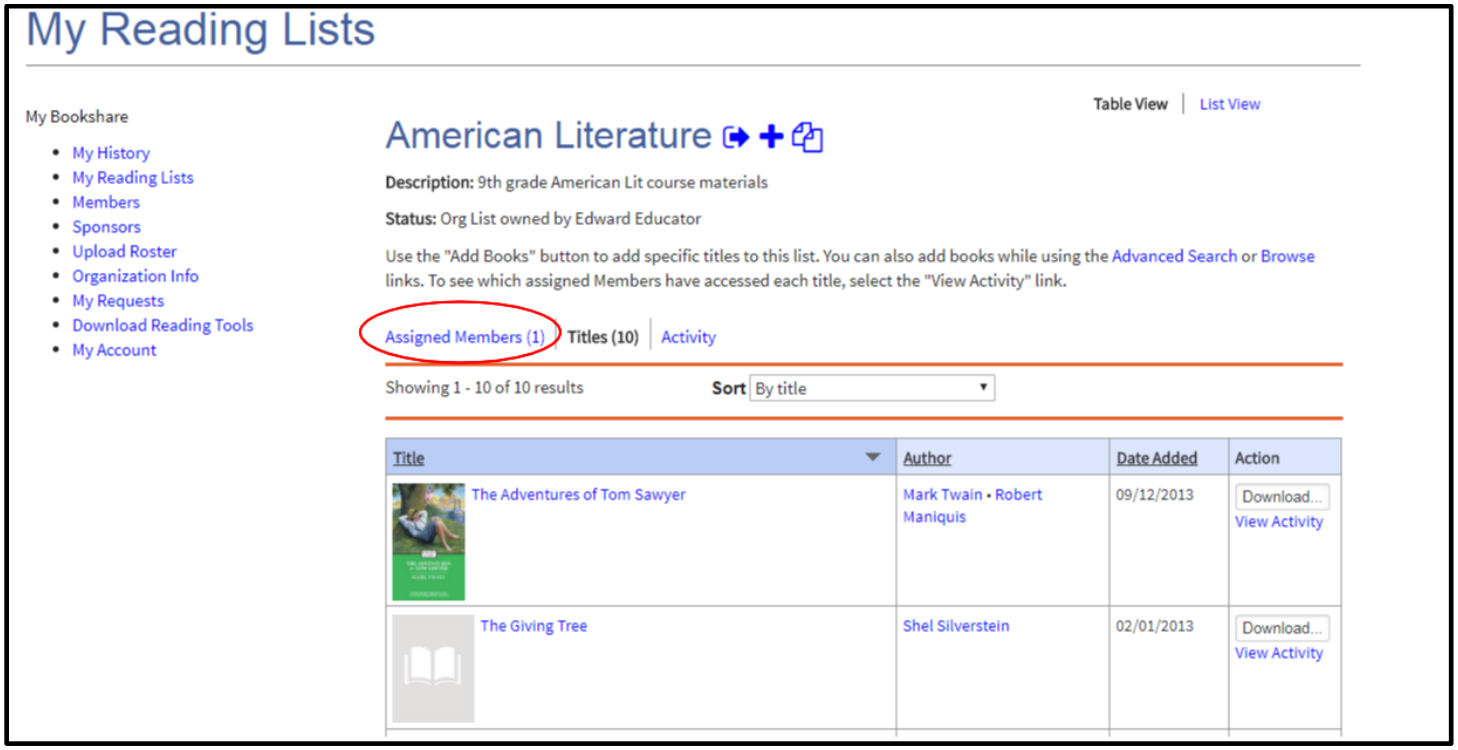
4) Select a list(s) and then "Subscribe."

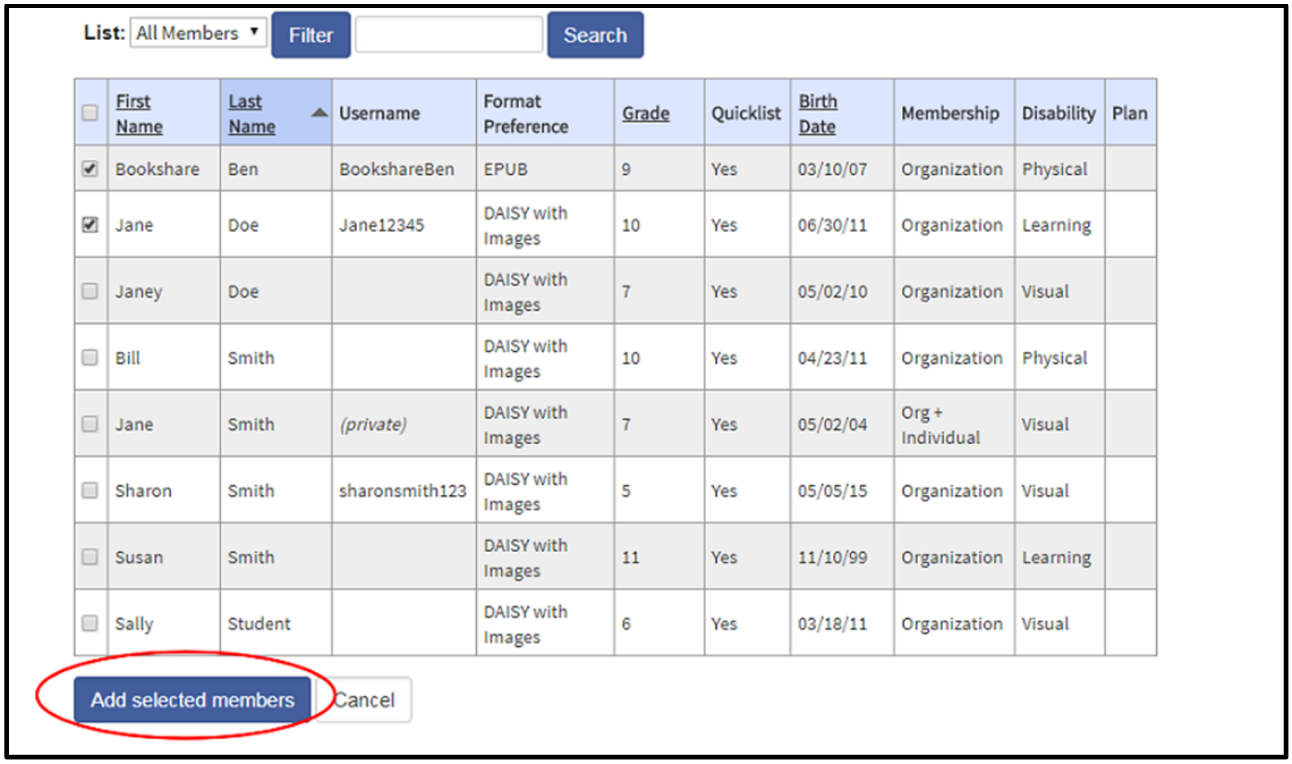


5) Next, select the Reading List to which you just subscribed to on your "My Reading Lists" page.



6) Select "Assigned Members" to add students from your Member Roster and select "Add Selected Members."

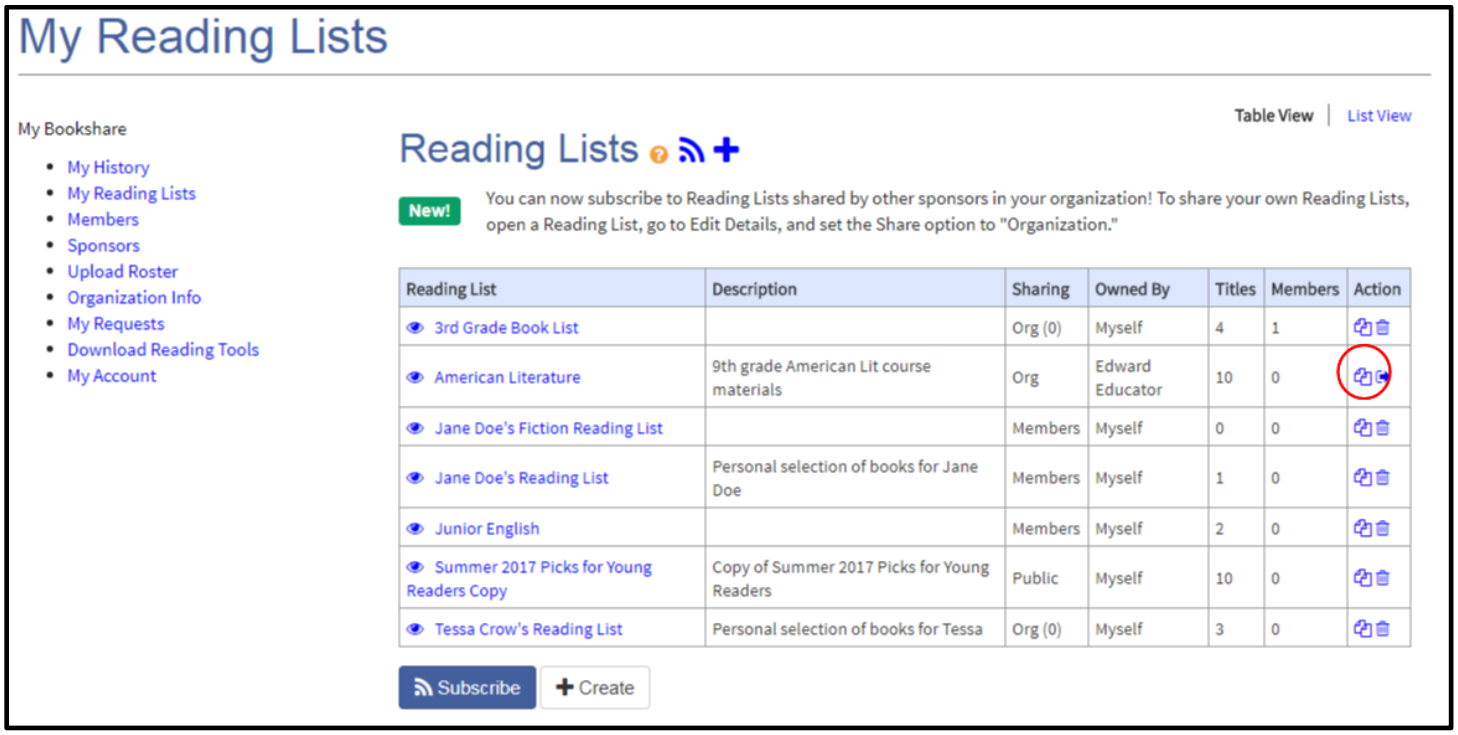




First Name	Last Name	Username	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Plan
Bookshare	Ben	BookshareBen	EPUB	9	Yes	03/10/07	Organization	Physical	
Jane	Doe	Jane12345	DAISY with Images	10	Yes	06/30/11	Organization	Learning	
Janey	Doe		DAISY with Images	7	Yes	05/02/10	Organization	Visual	
Bill	Smith		DAISY with Images	10	Yes	04/23/11	Organization	Physical	
Jane	Smith	*(private)*	DAISY with Images	7	Yes	05/02/04	Org + Individual	Visual	
Sharon	Smith	sharonsmith123	DAISY with Images	5	Yes	05/05/15	Organization	Visual	
Susan	Smith		DAISY with Images	11	Yes	11/10/99	Organization	Learning	
Sally	Student		DAISY with Images	6	Yes	03/18/11	Organization	Visual	

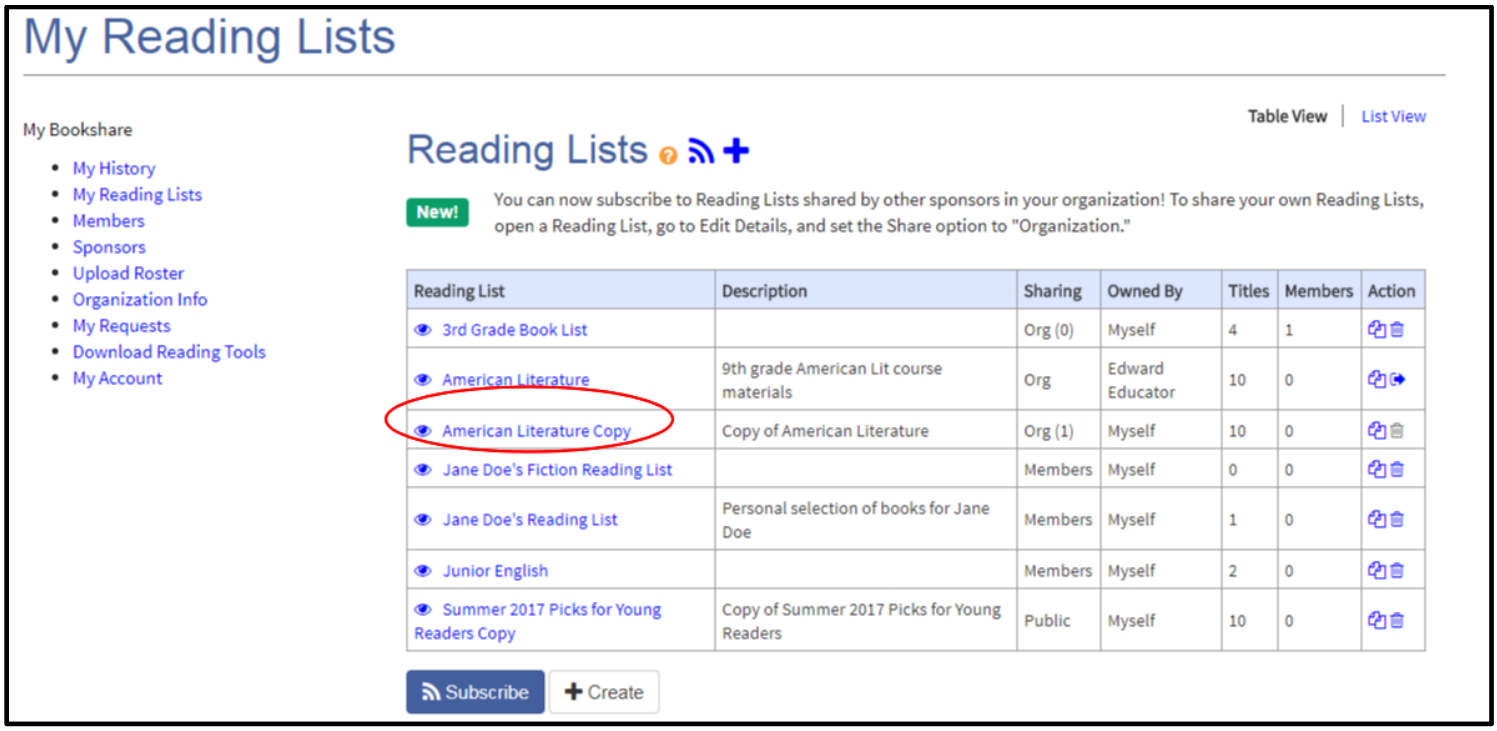
.

7) To copy a list to which you have subscribed in order to modify it, go to your "My Reading Lists" page, find the Reading List you wish to copy, and select the Copy icon under the "Action" column.

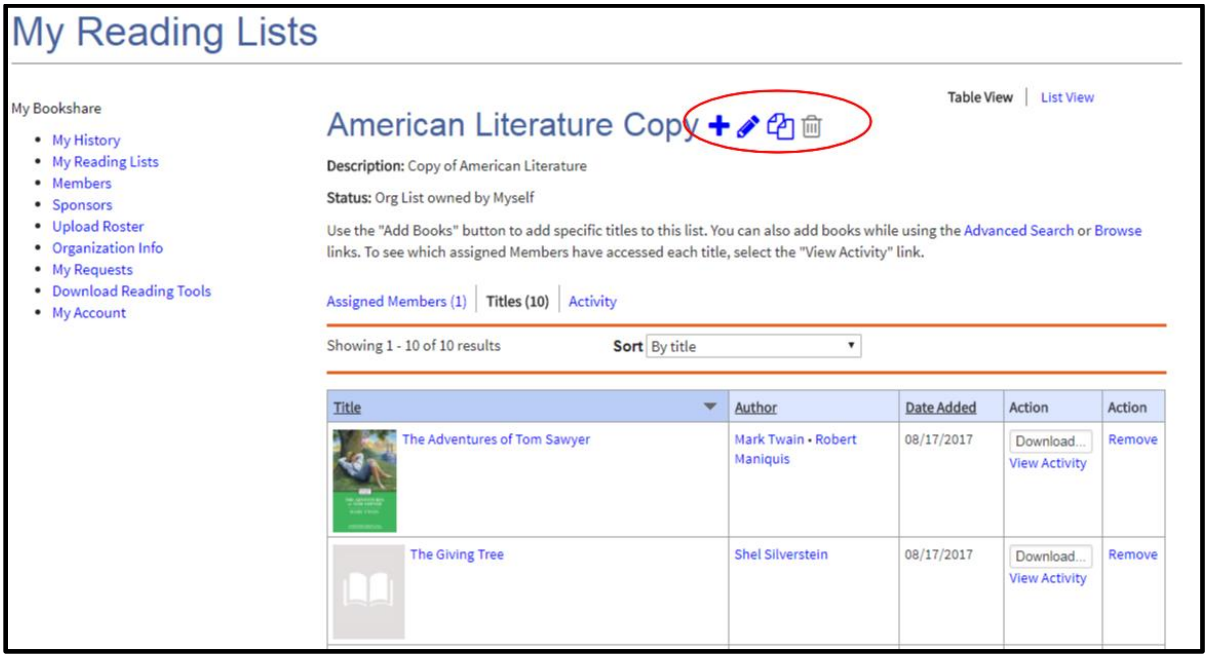


Reading List	Description	Sharing	Owned By	Titles	Members	Action
3rd Grade Book List		Org (0)	Myself	4	1	
American Literature	9th grade American Lit course materials	Org	Edward Educator	10	0	
Jane Doe's Fiction Reading List		Members	Myself	0	0	
Jane Doe's Reading List	Personal selection of books for Jane Doe	Members	Myself	1	0	
Junior English		Members	Myself	2	0	
Summer 2017 Picks for Young Readers Copy	Copy of Summer 2017 Picks for Young Readers	Public	Myself	10	0	
Tessa Crow's Reading List	Personal selection of books for Tessa	Org (0)	Myself	3	0	

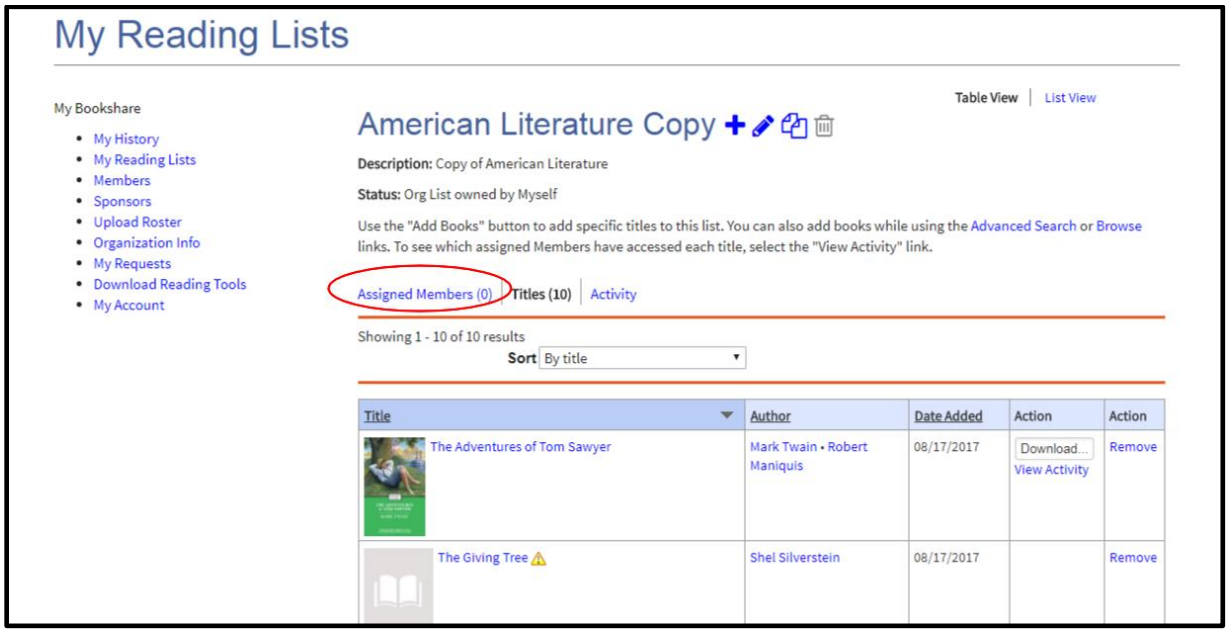
8) The list will now appear as a copy under "My Reading Lists." You may now add books to it or delete books from it.



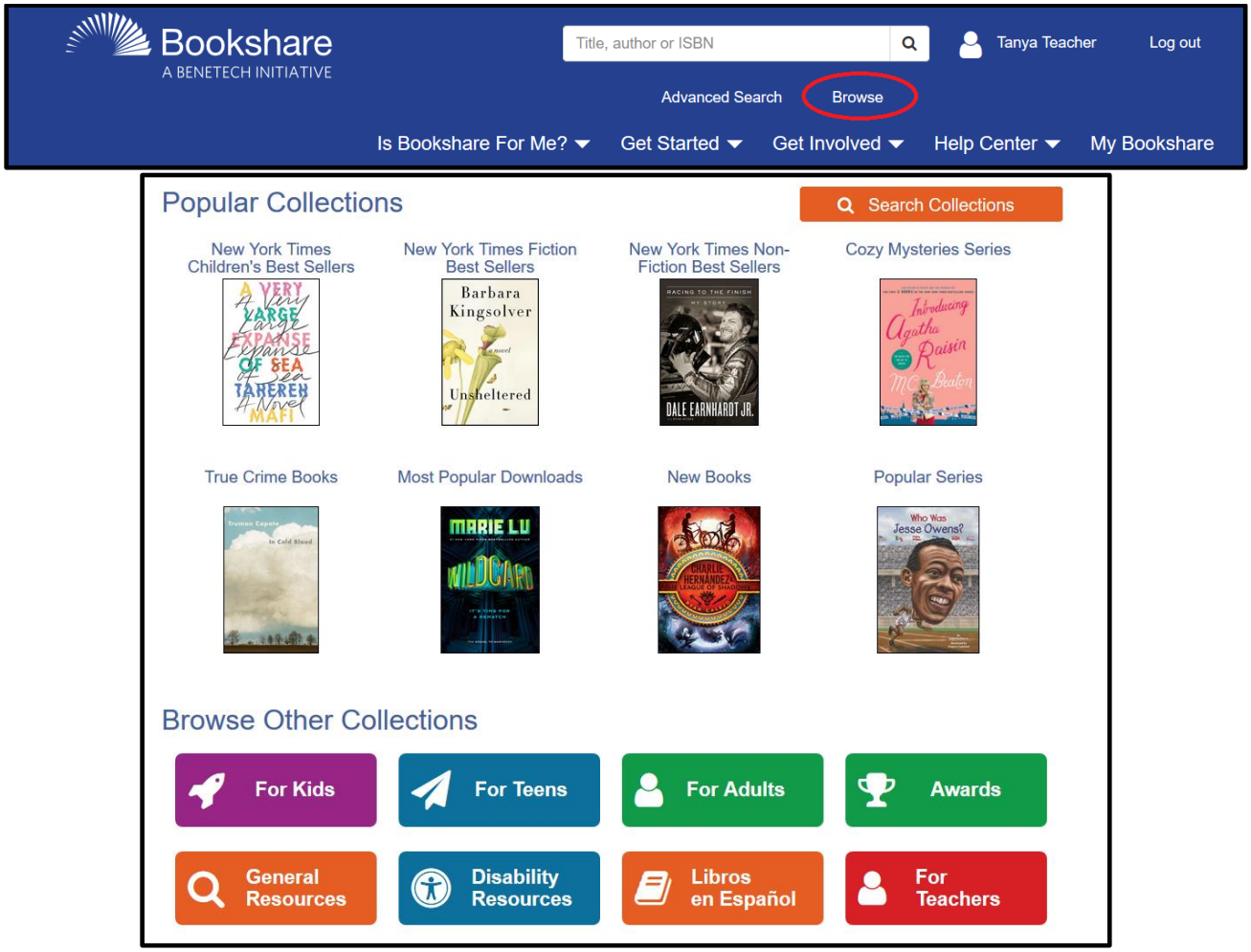
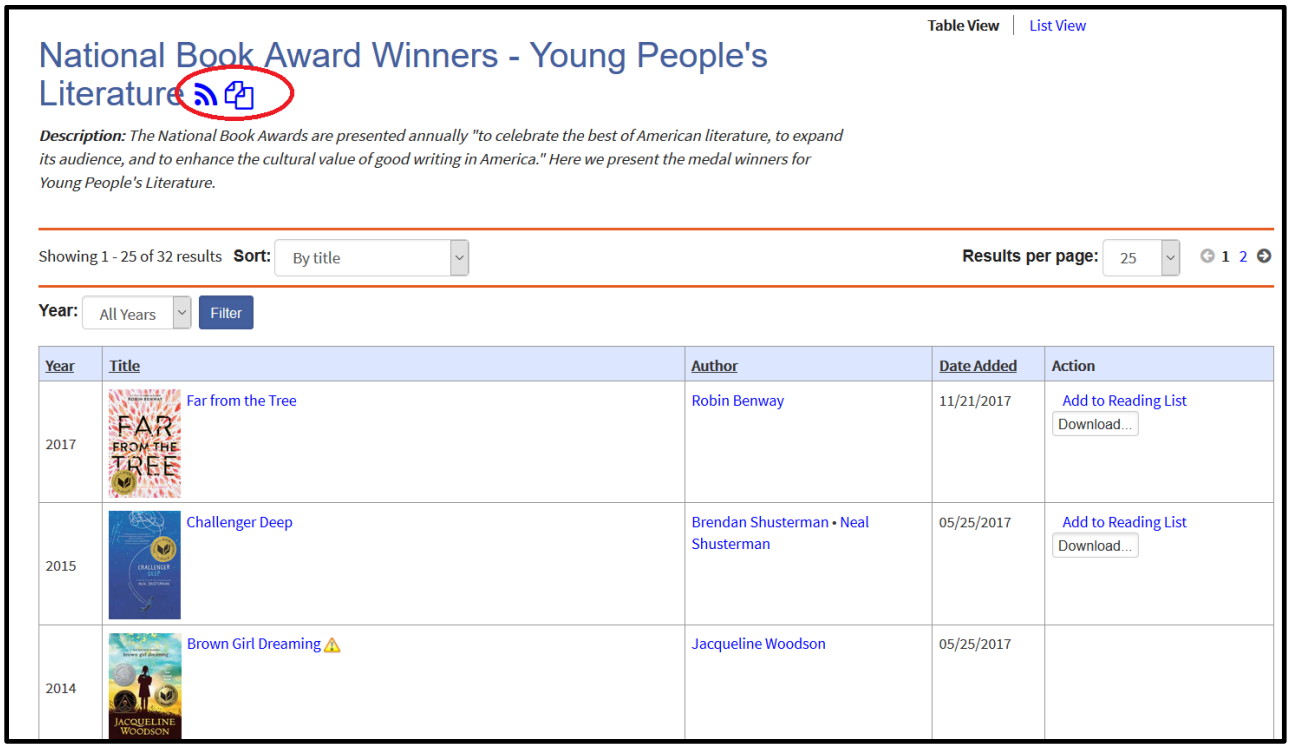
9) To modify your newly copied list, select it and then use the icons next to the Reading List name to complete your desired action.



10) Select the "Assigned Members" link to add or edit members.



11) To copy or subscribe to one of Bookshare's curated lists, you can also select "Browse" from any page on the Bookshare website to access the page of Special Collections.



12) Select the list you wish to subscribe to/copy and select the appropriate icon (you must be logged in to your Bookshare account to do this). This list will now appear on your “Reading Lists” page under “My Bookshare.”